

WE HAVE
MORE.



CONVENTION CENTER POLICIES

- 1 BOOKING THE CONVENTION CENTER
- 2 EXCLUSIVE/NON-EXCLUSIVE SERVICES
- 3 CONCESSIONS & CATERING
- 4 EVENT STAGING
- 5 GENERAL POLICIES
- 6 EXHIBIT POLICIES
- 7 SEATING CAPABILITIES
- 8 CONVENTION CENTER MAP
- 9 PERSONNEL & EQUIPMENT RATES



Welcome

We are thrilled that you have chosen the Mississippi Coast Convention Center to host your event and our team is dedicated to its success. We promise to provide outstanding customer service and assist you with every detail of the event planning process.

The Mississippi Coast Convention Center has everything you need and more for a successful meeting! Centrally located in Biloxi, the 4000,000-square-foot facility accommodates groups of up to 5,000 people. This state-of-the-art convention center offers all the modern amenities meeting planners' desire. Perfect for large conferences or intimate events, it is ideally located on the beach in one of the fastest growing resort destinations in the nation!

Offering exciting casinos, championship golf, local seafood, excellent entertainment, great shopping, southern hospitality, and miles of sand beaches, the Mississippi Gulf Coast has MORE!

BOOKING THE CONVENTION CENTER

1

1.1 BOOKING POLICY

- 1.1.1 Mississippi Coast Coliseum & Convention Center is designed to attract national and international conventions, tradeshow and meetings that provide economic impact to Harrison, Hancock and Jackson counties. The Convention Center's primary objective is to promote and facilitate events and activities, which generate the highest economic benefit to the tri-coastal counties and surrounding region, and to provide services and space to local activities, which promote business along the Mississippi Gulf Coast.
- 1.1.2 Harrison County Tourism Commission (CVB) partners with MCCC to reserve exhibit and meeting space for events that will occur 13 months or more in the future. Requests to reserve space more than 13 months out may be made through the CVB or MCCC sales staff. CVB will coordinate with MCCC for actual booking of dates. MCCC will subsequently execute a contract with the client. All reservation requests within 13 months are booked directly with MCCC.
- 1.1.3 MCCC reserves the right to issue, modify or terminate tentative holds in order to operate the facility in a sound business manner that maximizes economic benefits and financial stability. MCCC also reserves the right to promote, solicit, develop, schedule or deny activities in order to meet its financial objectives and qualify all activities requesting space at MCCC. Further information concerning booking priorities may be obtained through the Sales and Marketing Department.

1.2 DEPOSITS AND PAYMENTS

- 1.2.1 Licensee shall pay a deposit by the date indicated on the contract, in the amount, which was predetermined at the issuance of the contract. The agreed amount shall be visible on the contract. Failure to make the deposit by the date indicated on the contract may, at the discretion of the Executive Director, result in cancellation of the contract.
- 1.2.2 A deposit is due with the signed contract. Deposit amounts are negotiable prior to the issuance of any contract and dependent upon the date of the event, total contract amount, and pre-credit approval.
- 1.2.3 Balances of all charges will be due upon completion of the event, unless prior payment arrangements are stated in contract. Upon approval, licensee will be billed after the event with payment expected within 30 days of billing.
- 1.2.4 A convenience fee of 3% (\$3 minimum) will be charged on all credit card payments. The fee will be in addition to the payment amount

1.3 DEFAULT AND CANCELLATIONS

- 1.3.1 The entire deposit shall be forfeited if the licensee cancels the contract after the contract is signed.
- 1.3.2 In the event that MCCC cannot carry out any portion of the contract due to labor issues, disputes, national emergencies, acts of God and other causes, which are beyond reasonable control of MCCC, a full refund of all monies paid up until the time of cancellation shall be granted the licensee.

EXCLUSIVE/NON-EXCLUSIVE SERVICES

2

2.1 EXCLUSIVE SERVICES

The following services must be contracted exclusively through the appropriate service provider:

- ◆ Food and Beverage to be provided by ARAMARK
- ◆ Linen and Water Services to be provided by ARAMARK
- ◆ Telecommunications to include voice, data, internet and Wi-Fi are provided by High Pointe Consulting
- ◆ Audio Visual Equipment and Installation to be provided by MCCC
- ◆ Event Staffing including security to be provided by Swetman Security
- ◆ Ticket Sales and Ticket Sellers
- ◆ Utilities to include electric, water and air

No other service providers may be contracted within the Mississippi Coast Convention Center. Rates for exclusive services are available upon request. All of the above services can be reserved by contacting the MCCC Sales Department.

2.2 NON-EXCLUSIVE SERVICES

The following services may be selected at the licensee's discretion:

- ◆ Florists
- ◆ Exhibit Companies
- ◆ Decorators
- ◆ Production Companies
- ◆ Registration Installation
- ◆ Theatrical and Musical Entities

A list of service providers is available upon request.

CONCESSIONS AND CATERING

3

3.1 CATERING AND DINING SERVICES

- 3.1.1 ARAMARK shall be the exclusive provider of food and beverage service in the Mississippi Coast Convention Center and shall include food, beverage, linen service, and water service. The licensee will enter into a separate contract with ARAMARK.
- 3.1.2 In some instances, ARAMARK will allow the distribution of samples from the trade show floor. Sample distribution must be cleared with ARAMARK prior to the event and ARAMARKS' rules and procedures must be followed during distribution.
- 3.1.3 Absolutely no outside food or beverage will be allowed in the facility. The licensee can arrange for concession areas to be open for their group or plan meal activities such as catered dining and boxed lunches.

3.2 ALCOHOLIC BEVERAGES

- 3.2.1 ARAMARK carries the liquor license for the Mississippi Coast Coliseum and Convention Center. As per Mississippi State Law "No on-premises permitted (ARAMARK) shall allow alcoholic beverages to be brown-bagged by a consumer/customer on the premises where said business is conducted." The breaking of this law will not be tolerated by MCCC. Where necessary and applicable, this policy will be made a part of the contract and again will be included in any subsequent event documents.
- 3.2.2 ARAMARK and the staff of the Mississippi Coast Coliseum and Convention Center will at all times abide by the following rules:
 - ◆ Signage listing this law/policy will be posted at each door leading in the licensee's rented area and all bags, boxes, etc. will be subject to search.
 - ◆ Alcohol found at the entrance will be confiscated.
 - ◆ Alcohol found inside a banquet/meeting room thereafter will be confiscated and the guest may be evicted without further cause.

EVENT STAGING

4

4.1 BUILDING USAGE

A reasonable completion time will be given for all particular events. Should the function exceed that time, MCCC reserves the right to impose a building overtime fee based on the particular circumstances. This is important if the overtime affects the turnover of a specific, booked room.

4.2 MOVE IN

You shall be allowed access to the Mississippi Coast Convention Center for move-in and set-up on the dates agreed upon in the contract.

4.3 MOVE OUT

You shall be allowed access to the Mississippi Coast Convention Center for move-out and breakdown on the dates agreed upon in the contract.

4.4 DECORATIONS AND SIGNAGE

- 4.4.1 MCCC must be advised of the type and nature of all decorations that the client wishes to use on the property and approve all decorations used on the property.
- 4.4.2 All decorations must comply with approved safety guidelines.
- 4.4.3 No open flame candles will be allowed.
- 4.4.4 No glitter will be allowed on tables.
- 4.4.5 No colored crepe paper on linen.
- 4.4.6 No stickers of any kind will be allowed. Licensee will be charged for removal of stickers from floors, tables, and chairs.
- 4.4.7 No decorations shall be attached to the walls of the Convention Center by any means. Absolutely no signs, posters, flyers etc., may be adhered to any wall of any type in the facility or parking lots.
- 4.4.8 No pyrotechnics without advanced approval. City restrictions apply.
- 4.4.9 All decorations or signage left in the Convention Center at the conclusion of the event will be considered trash and disposed of accordingly.
- 4.4.10 All moveable walls in the Convention Center shall be installed and removed by MCCC.
- 4.4.11 Signage in Exhibit Halls may be hung from the client's decorations or from the ceiling by MCCC staff.
- 4.4.12 If the client does not have a decorator, MCCC will hang signs for a fee to be determined based on the size and difficulty in hanging.
- 4.4.13 MCCC will hang banners for the client at appropriate places approved by MCCC. The first sign will be hung complimentary. A fee may be charged for hanging additional signs, based upon the size and difficulty in hanging.
- 4.4.14 The client will be charged for repairing any damage to walls for disregard of the above whether by guests, exhibitors, consumers or other clients of a particular event.

GENERAL POLICIES

5

5.1 ADVERTISING

- 5.1.1 Licensee is responsible for all advertising of their particular event. The Mississippi Coast Convention Center telephone number is not to be included in any advertisement without the express permission of the Executive Director. There will be a fee for receiving phone calls for the licensee should the Mississippi Coast Convention Center telephone number be advertised anywhere with or without permission.
- 5.1.2 Licensee will not post or exhibit signs, advertisements, show bills, lithographs, posters or cards of any description on any part of MCCC without Executive Director's prior written approval.
- 5.1.3 All licensees will receive a complimentary welcome on the outside marquee located on Hwy 90, equal to the number of event days. Message shall be displayed no longer than 5 seconds.
- 5.1.4 A small graphic, provided by the licensee, can be added to the message at no additional charge. Any graphic designed by MCCC staff will result in a charge to be determined.
- 5.1.5 Additional days may be purchased for marquee advertising.
- 5.1.6 Banners are available for purchase on the front page of the MCCC web site. Banners will be designed per the licensee's specifications. Licensee must maintain an active website to link the banner.
- 5.1.7 Featured event E-Blasts can be sent to varying demographics based on the meeting planners desired market.
- 5.1.8 Event specific E-Blasts may be sent once per month.
- 5.1.9 Your event may be added to supporting event E-Blasts.

5.2 ANIMALS

- 5.2.1 Personal pets, to include domestic or exotic animals, are absolutely not allowed in the Convention Center, Arena, or on the grounds on the Mississippi Coast Coliseum and Convention Center with exception to 1.) service animals used for assistance by the disabled and 2.) animal shows specifically booked by contract.
- 5.2.2 Non-domestic animals are not allowed anywhere at the facility for exhibits, educational programs, etc. without prior written approval of the Executive Director and then only with proper, adequate and approved insurance.

5.3 AUDIO VISUAL SERVICES

- 5.3.1 MCCC provides in-house audio and visual services. All equipment that connects to any house system must be ordered through MCCC.
- 5.3.2 All requests for sound (audio) equipment of any type must be secured through MCCC. No exceptions.

5.3.3 Licensee may provide their own sound equipment including screens, projectors, laptops, and other visual aids provided they do not connect to any house system. If sound is required for this personal equipment additional fees may apply for this service. A mixer fee will also be required at a posted rate.

5.3.4 Multiple microphones will require a sound tech.

5.4 BUSINESS CENTER

5.4.1 Limited business services are provided in the MCCC main business office Monday – Friday 8:00 a.m. until 5:00p.m. Limited services may be available on holidays and weekends through the administrator on duty.

5.5 COMMUNICATIONS

5.5.1 All communication requests including, but not limited to telephone lines, Internet connections, and e-mail capabilities must be contracted and ordered through MCCC.

5.6 ELECTRICITY SERVICE

5.6.1 Outside service for RV hook ups will be provided at a charge per night. RV space is provided only for those groups that have a designated RV site as a main part of their basic program. RV space for attendees or an occasional vendor/exhibitor is not available.

5.6.2 Electric service for vendors/exhibitors on show floor inside center and outside electrical service for festival vendors will be provided for a fee. (See services rate sheet)

5.6.3 Power usage for registration areas and duplex plug-in rental is available. (See services rate sheet)

5.6.4 MCCC can only provide limited services for electrical equipment and installation of said equipment. Availability and rate to be determined per group.

5.6.5 MCCC does not provide extension cords or standard power strips.

5.6.6 The exhibit company must provide power installation of show floors.

5.7 FIRST AID/EMT

5.7.1 First Aid/EMT services will be required for all exhibit hall events exceeding 1000 people.

5.7.2 Any event including children will require First Aid/EMT services.

5.7.3 Coverage shall be provided during the hours of the event and paid for by the client at the applicable rate.

5.8 EQUIPMENT RENTAL

5.8.1 Rental equipment and rates are included within this document.

5.8.2 All MCCC equipment will be operated and set up by authorized MCCC personnel.

5.8.3 Tables, chairs, risers, etc. in excess of the contract agreement will be made available at applicable rates.

5.8.4 A fee will be assessed for any room or area changeover after the initial room or area set-up.

5.9 FIRE GUARD

5.9.1 Fire Guards are required for all arena events and paid for by the client at the applicable rate.

5.10 INSURANCE

- 5.10.1 **A minimum of \$2,000,000 general liability insurance is required for all events.**
- 5.10.2 The approved certificate of insurance must be received by MCCC at least 30 days prior to the event.
- 5.10.3 The certificate must clearly state:
 - a. Actual name of the event
 - b. Date of the event including all move in and move out dates
 - c. MCCC named as additional insured
- 5.10.4 Licensee must provide an “additional insured endorsement “ naming MCCC as the additional insured, which will include the policy number and name of event.
- 5.10.5 Certificate of insurance is required from all subcontractors of the main group such as entertainment, production companies, exhibit companies, set installers, etc.
- 5.10.6 Proof of worker’s compensation is required for any company providing services including, but not limited to entertainment, production companies, exhibit companies, set installers, etc.
- 5.10.7 Non-compliance of the above policies will result in 1.) cancellation of event or 2.) MCCC purchasing adequate insurance; billable to client’s final invoice.

5.11 PARKING

- 5.11.1 Group may be charged for the parking lot attendants at a per guard rate to be determined at the time of contract detailing.

5.12 SALES TAX

- 5.12.1 All vendors/exhibitors at the Mississippi Coast Coliseum and Convention Center must collect and remit 7% sales tax on all sales conducted at the facility, inside and outside.
- 5.12.2 A form will be provided to the licensee and licensee shall distribute it to all vendors/exhibitors conducting sales.
- 5.12.3 It will be the responsibility of the licensee to collect all tax envelopes at the end of the show and submit to the MCCC business office. A list of all vendors participating in the show will be required.
- 5.12.4 Vendors must remit tax collections in cash or check payable to the MS Coast Coliseum Commission. No Mississippi state tax ID numbers will be accepted.
- 5.12.5 Tax collections must be remitted within 7 days of the ending of the show. MCCC will provide the licensee with a detailed recap of collections.
- 5.12.6 If licensee is interested in posting a bond in the City of Biloxi for sales tax collections, additional information will be provided upon request.

5.13 STAGEHANDS (I.A.T.S.E.)

- 5.13.1 Billable time will be based on 4-hour minimum move in; 4-hour rehearsal; time of show; and 4 hour minimum move out.
- 5.13.2 A Stewart is required with a minimum order of 6 workers.

- 5.13.3 Minimum requirements for Riggers and Fly System Operators are two up and one down.
- 5.13.4 A worker shall be in overtime (at time and one half times regular rate) after 40 hours (per event).
- 5.13.5 Time and one-half times regular rate will be calculated for all workers between midnight and 8:00 am.
- 5.13.6 Holiday Pay (recognized Federal/State Holidays) is calculated at time and one-half times regular rate.
- 5.13.7 Technical Director will schedule man power, manage day of show manpower and comprise a timely and accurate payroll for day of show settlements.
- 5.13.8 Professional appearance is required for all events.

5.14 No Smoking Policy

- 5.14.1 MCCC is a non-smoking facility. Designated smoking areas are available outside of the facility.

5.15 VEHICLES

- 5.15.1 Vehicles may be allowed in Exhibit Hall and Arena only.
- 5.15.2 All gasoline tanks must be less than ¼ full.
- 5.15.3 Absolutely no wax, Armorall or similar products may be used in building.
- 5.15.4 Licensee is responsible for all damage resulting from disregard of above policies.

EXHIBIT POLICIES

6

6.1 FOOD AND BEVERAGE

- 6.1.1 All food and beverage dispensed for consumption on MCCC property must be secured through ARAMARK, the exclusive in-house caterer. ABSOLUTELY no outside food or beverage allowed without the approval of the executive director of ARAMARK and the executive director of the MISSISSIPPI COAST COLISEUM COMMISSION; to include packaged food items, which are intended for promotion and/or giveaway.

6.2 EXHIBIT/DISPLAY COMPANY

- 6.2.1 Licensee has the right to contract with any exhibit/display/decorating company of their choosing.
- 6.2.2 The COMMISSION does not provide any services, nor handle any equipment, set-up, or break-down of any part of the exhibit hall booth materials.
- 6.2.3 The use of the designated Exhibit Hall for set-up by the exhibit/display/decorating company will be considered a rented day and the appropriate rate will apply and appear on the contract. This also applies to the move-out day for the Exhibit Company.
- 6.2.4 There will be a charge for the use of the forklift or other similar equipment belonging to the MS Coast Coliseum, as well as for the operator of such equipment; such charge may be billed directly to the Exhibit Company or to the group as requested by the licensee. The Exhibit Company may provide the driver for the equipment provided that driver meets the minimum requirements established by the Commission for operating Commission equipment.
- 6.2.5 Licensee will be held responsible for any damage to the facility or any part thereof or any injury to any person or persons as a result of licensee's use of the forklift. As there are several load-in and load-out areas at the facility, the area assigned to the group shall be indicated, if possible, on the contract, and if not, shall be designated prior to move in.
- 6.2.6 The COMMISSION must be informed of any unusual exhibit displays to include but not be limited to firearms, fireworks, live animals, vehicles, etc. Approval of such items must be given by the Executive Director. The Commission has the right to remove any exhibitor in violation of policies and procedures as defined by the Commission.

6.3 MCCCC AS THE EXHIBIT HALL PROVIDER

- 6.3.1 There will be a charge for tables and chairs for all tabletop exhibits. The Commission provides limited pipe and drape services. Charges are listed on the contract. Charges are billed directly to the licensee and not to the individual exhibitor.
- 6.3.2 The licensee must submit a detailed floor plan at least 15 days in advance of the show.
- 6.3.3 Manual labor for assisting in the unloading of exhibit products may be secured at the rates listed on the RATE SHEET applicable to the time of move-in. Where requested, off-the-clock personnel may act as porters. Such porters will not be considered employees of the MS Coast Coliseum and Convention Center.

6.4 ELECTRICAL

- 6.4.1 For shows using an Exhibit Company, the Exhibit Company must furnish all electrical equipment, install and maintain same. The Commission will provide power to each booth requested at the fee indicated on the contract or service rate sheet. Such charges may be billed to the Exhibit Company or the licensee as per the request of the licensee.
- 6.4.2 For shows where the Commission acts as the Exhibit Company, should power be requested, the Commission will determine the cost for equipment, installation, and maintenance at the time the final floor plan is submitted. This cost will be in addition to the power usage fee per booth. These fees will be billed to the licensee and not collected from the individual exhibitor. The licensee must submit a detailed floor plan showing power requests at least 15 days in advance of the show.

6.5 COMMUNICATIONS

- 6.5.1 High Pointe Consulting is the sole provider of Internet services within the facility. **Customers may not use their own wireless access points, wireless routers, MiFi units, or any other device that provides shared Internet access. Please insure that vendors and guests to your event are aware of this policy.**
- 6.5.2 Licensee requesting telephone services or Internet capabilities is to contact MS Coast Coliseum & Convention Center prior to arrival @ (228) 594-3700.

6.6 HOUSEKEEPING

- 6.6.1 The Commission shall provide a clean and totally empty room for the Exhibit Company on day of set-up/move-in.
- 6.6.2 The Exhibit Company is responsible for removing all packing material, debris, etc. from the room prior to the opening of the exhibit hall.
- 6.6.3 For shows lasting more than one day, the Commission will provide general clean-up of the uncarpeted aisle floors and food and beverage areas and will empty trashcans at the close of the show each day. During the show, the staff will empty MCCC trash barrels and provide general cleaning upkeep.
- 6.6.4 Inside booth areas are excluded. At the conclusion of the show, the Exhibit Company is responsible for removing everything from the exhibit hall including boxes, debris, left exhibit supplies, signage, floor tapings or markings, etc. Failure to do so will result in the licensee being charged for an additional cleanup fee. The cleaning of the floor will be the responsibility of the Commission.
- 6.6.5 When an Exhibit company is not used, it will be determined at the time the contract is issued if there is to be any additional fee for removing trash from the room at the close of the show.
- 6.6.6 Limited dumpster service is available at the MISSISSIPPI COAST COLISEUM. For shows with an unusually large amount of trash, an additional dumpster may be needed; which charge to be billed directly the licensee.

6.7 SHIPPING

- 6.7.1 Under no circumstances will the MISSISSIPPI COAST COLISEUM accept the delivery of any exhibit display equipment, boxes, or merchandise from exhibitors. All such deliveries will be refused. The only exception will be items delivered during the show times. The exhibitor must inform the office that equipment/supplies are expected. Upon delivery of items, the agent will be directed to the exhibit hall/registration booth for conclusion of the transaction.

- 6.7.2 All such freight delivery and return must be handled through the Exhibit Company exclusively. In the case of shows where an Exhibit company is not used, the group may need to engage a local freight and storage company to handle transport. Delivery will only be accepted on days of show and directed to the exhibit floor.

6.8 SECURITY

- 6.8.1 Security personnel must be secured through the Commission. The rate per hour is listed on the contract. The licensee needs to advise the Coliseum Event Coordinator at least 30 days in advance of the show, the number needed and the hours requested. This charge will be placed on the licensee's bill.
- 6.8.2 Under no circumstances does the MISSISSIPPI COAST COLISEUM COMMISSION, ITS COMMISSIONERS, STAFF or EMPLOYEES accept any responsibility for loss, damage, etc. or assume any liability thereof for any items in the Exhibit Hall or any area designated for exhibits.

6.9 PARKING LOT EXHIBITS

- 6.9.1 Exhibits of any kind are not allowed in any parking lot areas without the approval of the Executive Director. The charge for outside exhibit space will be established at the time such space is requested.

SEATING CAPABILITIES

7

Mississippi Coast Coliseum & Convention Center

SEATING CAPACITY

Seating based on maximum set up with reasonable head table size.

SPACE	DIMENSION	SQ. FOOTAGE	THEATER	CLASSROOM	BANQUET	10 X 10 BOOTHS
HALL A	222'x174'x20'	36,354	4,500	2,300	2,200	170
A-2	71'x33'x20'	2,331	180	110	150	10
A-3	71'x39'x20'	2,778	270	200	150	12
A-4	71'x35'x20'	2,438	180	110	150	10
A-5	57'x34'x20'	1,931	200	120	120	12
A-6	57'x32'x20'	1,830	200	120	120	12
A-7	151'x32'x20'	4,812	650	224	380	20
A-8	143'x142'x20'	20,234	2,400	1,300	1,200	98
HALL B	245'x102'x20'	24,364	3,000	1,700	1,500	138
B-1	32'x99'x20'	2,840	180	128	140	16
B-2	70'x26'x20'	1,845	180	100	100	10
B-3	70'x40'x20'	2,832	252	176	150	10
B-4	70'x35'x20'	2,386	275	130	140	10
B-5	75'x102'x20'	7,583	800	576	420	40
B-6	68'x102'x20'	6,873	800	504	410	32
HALL C	212'x108'x20'	22,023	2,400	1,200	1,300	84
C-1	68'x108'x20'	7,134	800	500	380	32
C-2	103'x108'x20'	10,968	1,200	700	600	50
C-3	40'x25'x20'	1,000	70	60	48	n/a
C-4	40'x47'x20'	1,699	140	100	120	8
HALL D	200'x141'x20'	27,888	3,100	1,700	1,600	156
D-1	32'x60'x20'	1,937	200	100	120	10
D-2	35'x60'x20'	2,121	220	100	120	10
D-3	32'x60'x20'	1,918	200	100	120	10
D-4	35'x60'x20'	2,107	220	100	120	10
D-5	35'x60'x20'	2,107	220	100	120	10
D-6	30'x60'x20'	1,769	175	100	100	10
D-7	29'x60'x20'	1,757	175	100	100	10
D-8	35'x60'x20'	2,116	220	100	120	10
D-9	35'x60'x20'	2,115	220	100	120	10
D-10	32'x60'x20'	1,922	200	100	120	10
D-11	35'x60'x20'	2,115	220	100	120	10
D-12	32'x60'x20'	1,891	200	100	120	10
D HALLWAY	200'x20'x20'	4,000	n/a	n/a	n/a	20

SPACE	DIMENSION	SQ. FOOTAGE	THEATER	CLASSROOM	BANQUET	10 X 10 BOOTHS
-------	-----------	-------------	---------	-----------	---------	-------------------

Exhibit Hall	246'x541'x30'	133,086	n/a	n/a	n/a	650
E-1	246'x181'x30'	44,526	4,700	2,500	2,380	200
E-2	246'x90'x30'	22,140	2,300	1,300	1,080	80
E-3	246'x90'x30'	22,140	2,300	1,300	1,080	80
E-4	246'x181'x30'	44,526	4,700	2,500	2,380	200
Lobby Rooms						
L-1	45'x35'x30'	1,508	140	84	90	n/a
L-2	45'x30'x30'	1,317	112	84	60	n/a
L-3	45'x30'x30'	1,317	112	84	60	n/a
L-4	45'x26'x30'	1,131	100	40	60	n/a
L-5	43'x28'x30'	1,151	100	40	60	n/a
L-6	43'x31'x30'	1,279	110	52	60	n/a
L-7	43'x55'x30'	2,138	200	96		n/a
Lobbies/Concourses						
West Lobby	45'x380'x28'	17,100	n/a	n/a	n/a	TBA
Central Lobby	51'x247'x28'	11,044	n/a	n/a	n/a	TBA
East Lobby	51'x174'x28'	8,874	n/a	n/a	n/a	TBA
The Niche	41'x133'x28'	5,453	500	n/a	250	TBA
South Arcade Lobby		9,184	n/a	n/a	n/a	TBA
Other Areas						
Plaza North		30,000	3,400	1,700	2,000	180
Plaza South		30,000	3,400	1,700	2,000	180
Parking Lot A			n/a	n/a	n/a	n/a
Parking Lot B			n/a	n/a	n/a	n/a
Parking Lot C			n/a	n/a	n/a	n/a
Parking Lot D			n/a	n/a	n/a	n/a
Parking Lot E			n/a	n/a	n/a	n/a
Parking Lot F			n/a	n/a	n/a	n/a
Front Grounds			n/a	n/a	n/a	n/a
Arena Areas						
Arena	236'x105'	24,780	2,700	1,400	1,600	140
Dressing Room 1	18' x 18'	324	n/a	n/a	n/a	n/a
Dressing Room 2	18' x 18'	324	n/a	n/a	n/a	n/a
Dressing Room 3	17' x 18'	306	n/a	n/a	n/a	n/a
Dressing Room 4	18' x 18'	324	n/a	n/a	n/a	n/a
Team Room	16' x 32' x 10'	512	n/a	n/a	n/a	na
Green Room	32'x39'x12'	1,248	60	36	50	n/a
Conference Room	33' x 14'	462	n/a	n/a	n/a	n/a
Arena Concourse		6,700	n/a	n/a	n/a	n/a
Total		400,191				

CONVENTION CENTER MAP



PERSONNEL & EQUIPMENT RATES

9

AUDIO VISUAL

AV prices subject to a 10 % installation fee. Exempt for MS Sales Tax. All charges must be invoiced by MCCC

ITEM	RATE	NOTES
------	------	-------

COMPUTER EQUIPMENT

XGA Computer Projector (3000-4000 Lumens)	\$275 per day
XGA Computer Projector (Extra Bright)	\$475 per day
50" Plasma Screen with Pole Stand	\$400 per day
42" Plasma Screen with Pole Stand	\$325 per day
20" Computer Monitor - Flat Panel	\$80 per day
Laptop Computer with PowerPoint	\$120 per day
Wireless Computer Mouse	\$20 per day
Seamless Computer/Video Switcher	\$300 per day
DA Cable	\$100
DI Cable	\$100

VIDEO EQUIPMENT

6' Video Projector, DVD Player, Screen & Mixer	\$300 per day
10' Video Projector, DVD Player, Screen & Mixer	\$450 per day
32" LCD Monitor	\$100 per day
37" LCD Monitor	\$150 per day
Elmo Document Presenter	\$200 per day
1/2" VHS Player/Recorder	\$50 per day
DVD Player/Recorder	\$50 per day
Video Taping Meeting on Request	Market
IMAG Video Package	\$50 per day

PROJECTION SCREENS

Tripod 6' x 6'	\$50
Tripod 8' x 8'	\$70

Fastfold 6' x 8', Front	\$90
Fastfold 6' x 8', Rear	\$100
Fastfold 7 1/2' x 10', 10' x 10', Front	\$100
Fastfold 7 1/2' x 10', 10' x 10', Rear	\$120
Fastfold 9' x 12', 12' x 12', Front	\$130
Fastfold 10 1/2' x 14', Front	\$150
Fastfold 10 1/2' x 14', Rear	\$160
Fastfold 12' x 16' , Front	\$200
Fastfold 12 x 16' , Rear	\$250
Screen Draping Kit	\$90

SOUND & LIGHTING

Professional PA System	\$200	
Small PA System	\$120	
Standing Podium **	\$50	**After 2 days full price, subsequent days at ½ price
T/T Podium **	\$25	**After 2 days full price, subsequent days at ½ price
Microphone (for podiums) **	\$50	**After 2 days full price, subsequent days at ½ price
Wireless Lavalier Microphone **	\$100	**After 2 days full price, subsequent days at ½ price
Wireless Hand-held Microphone**	\$100	**After 2 days full price, subsequent days at ½ price
Mixer/Sound Board # 4 channel **	\$50	**After 2 days full price, subsequent days at ½ price
Mixer/Sound Board # multi-channel **	\$100	**After 2 days full price, subsequent days at ½ price
CD Player with Music	\$40	
Light Board *	\$100	*Price good for 3 days, subsequent days at same price per day
Headsets (first six)	\$125	
Additional head set	\$25	
Light Trees (each)	\$100	
Follow Spotlights (\$75 each additional day)	\$125	
Super Trouper Spotlight (\$100 each additional day)	\$165	
Simple Stage Wash	No Charge	
Special Effects Lighting	Market	

LED Floor Lights (per light)	\$25
------------------------------	------

MISCELLANEOUS AV EQUIPMENT & SUPPLIES

A/V Cart, Extension Cord/Power Strip	\$15	
Laser Pointer	\$20	
Flip Chart with Pad and Pen	\$30	
35 mm Slide, Kodak	\$50	Includes zoom lens, tray, 25' extension and spare lamp
Overhead Projector (for acetate sheets)	\$50	
16' Black Velour Pipe and Drape*	\$8 per foot	*Price good for 3 days, subsequent days at same price per day
16' Black Polyester Pipe and Drape*	\$6 per foot	*Price good for 3 days, subsequent days at same price per day
LCD Package – 8' Screen Front, Projector & Cart	\$250	
Easels	\$10	
White Board with Markers	\$20	

AV LABOR

In Room Tech (need dependent on order)	\$30 per hour
Union Techs	per Union rate
Video Tech	\$30 per hour

ELECTRICITY SERVICE

ITEM	ITEM	ITEM
20 amp Outside Electric RV Hookups	\$30 per night	RV space is provided only for those groups that have a designated RV site as a main part of their basic program.
30 amp Outside Electric RV Hookups	\$50 per night	
20 amp 120 Volt 1 Phase Disconnect	\$40 per show	Outside festival vendors
30 amp 208 Volt 3 Phase Disconnect	\$50 per show	Outside festival vendors
60 amp 208 Volt 3 Phase Disconnect	\$50 per show	Outside festival vendors
100 amp 208 Volt 3 Phase Disconnect	\$130 per show	Outside festival vendors
200 amp 208 Volt 3 Phase Disconnect	\$230 per show	Outside festival vendors
110 Hookup	\$40	Inside vendors/exhibitors
110 Hookup for Registration Area & Meeting Rooms	\$50 per day	
Duplex Plug-in	\$20 per box per show	

I.A.T.S.E. LOCAL 674 Convention Center Rates

ITEM	RATE	NOTES
------	------	-------

Technical Director	\$35 per hour	
Steward	\$29 per hour	Required with minimum call of 10
Electrician	\$27 per hour	
Up Rigger	\$40 per hour	Minimum of 2 up
Ground Rigger	\$27 per hour	Minimum of 1 down
Journey Man Stage Hand	\$29 per hour	
Forklift Operator	\$27 per hour	
Truck Loader	\$25 per hour	Per person per hour charge
Follow Spot Operator	\$26 per hour	
Deck Hand	\$29 per hour	
Camera Operator	\$30 per hour	
Light Board operator	\$25 per hour	
Technicians – Sound & Light	\$29 per hour	
Wardrobe	\$25 per hour	
Video Switcher	\$26 per hour	
Truss Spot	\$29 per hour	
Fly System Operator	\$26 per hour	
Fly System Ground Safety	\$25 per hour	
Flying Rigger	\$45 per hour	
Helper 1	\$15 per hour	
Helper 2	\$17 per hour	

PARKING

ITEM	RATE	NOTES
Consumer Shows	\$2 per person	Collected directly from client or added to price of admission per comp or paid ticket
All Other Events	\$5 per car	

BUSINESS SERVICES

ITEM	RATE	NOTES
Fax Sent	\$2 1 st page	\$1 each additional page
Copies	\$.20 per copy	
Typing Service	\$25 1 st hour	1 hour minimum, \$18 each additional hour

GENERAL EQUIPMENT AND SERVICES

ITEM	RATE	NOTES
Clip Light	\$15	
Marquee	\$25 per day \$100 per week \$350 per month	Rates apply to marquee message in addition to complimentary package included with rental.
Web Site Banner	\$125 2-weeks \$200 4-weeks	Banners appear for a 2-week minimum. \$50 will be charged for each additional week over 4.
E-Blast (1 st sent message)	\$250	Plus \$25 per hour design fee
Supporting E-Blast	\$75 per message	No design fee
Curtains 16'	\$6 per foot	
Curtains 8'	\$3 per foot	
Curtains 3'	\$2.50 per foot	
8' Green Pipe and Drape*	\$3 per foot	*Price good for 3 days, subsequent days at same price per day
3' Green Pipe and Drape*	\$2.50 per foot	*Price good for 3 days, subsequent days at same price per day
Easels	\$10	
White Board with Markers	\$20	
Staging and Stairs	Included in rent	20' x 40'
Additional Staging	\$20 per 8' x 4' section	Labor included
Off Site Staging	\$65 per 8' x 4' section per day	MCCC to set up
8' Table	\$6 per day	
Chair	\$1.50 per day	
Forklift (Outside Source)	Market	
Forklift – MCCC	\$250 per day	
19' Scissor Lift	\$150 per day	
40' Scissor Lift	\$250 per day	
Golf Cart (4 seats)	\$50 per day	
Golf Cart (6 seats)	\$75 per day	
Portable Dance Floor (installed)	\$.25 per sq. ft.	
Piano (upright/outside rental)	Market	

Piano (grand/outside rental)	Market	
Piano (grand/MCCC)	\$250 per day	Not available for all rooms. Moving fee may apply.
Piano Tuning	Market	
Radio	Complimentary	
Additional Radios	\$20 each per show	

LABOR

All rates are per person per hour and require a 4 hour minimum per person

ITEM	RATE	NOTES
Uniformed Security Guard (UNARMED)	\$22	
Uniformed Security Guard (ARMED)	\$35	
Parking Lot Security	\$20	
T-Shirt Security (Arena)	\$20	
Golf Cart Operator	\$25	
First Aid (EMT)	\$20	
Fire Marshall (Arena)	\$20	
Casual Labor	\$16	
Switchboard Operator	\$16	
Ticket Takers/Sellers/Ushers	\$15	
Exhibit Hall Cleaning Service	\$25	
Forklift/Genie Operator	\$27	